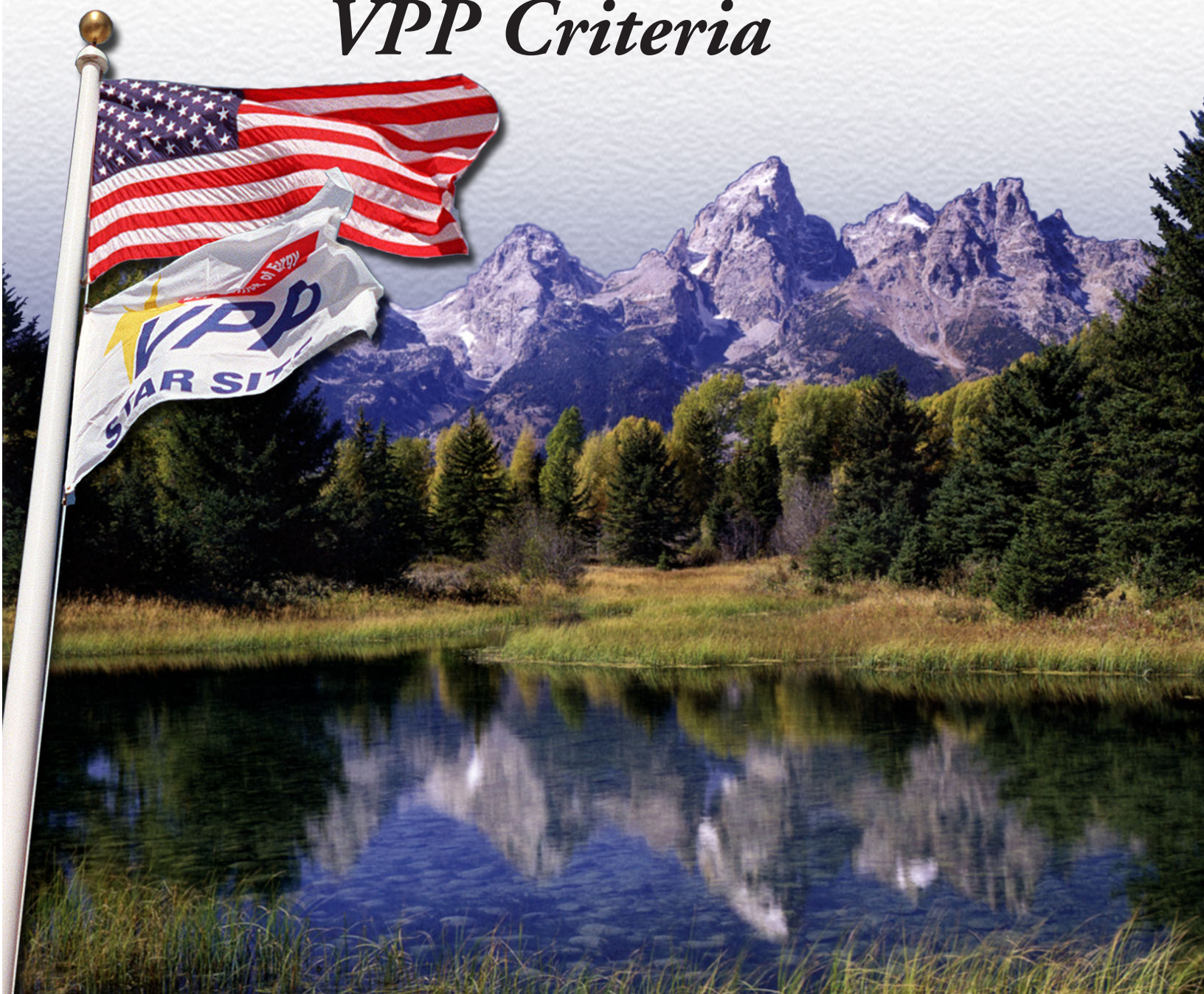


Voluntary Protection Program Gap Analysis Booklet

*Is Your VPP Unit
Meeting The
VPP Criteria*



What?

The following tool is to be used to determine opportunities for improvement in meeting the VPP criteria. In conjunction with your Unit Management Champion, use the results to develop action plans that will aid you in becoming Star ready in 4-5 months. Track your actions in your monthly Employee Safety Team meeting minutes.

Why?

The VPP Path Forward states that a VPP gap analysis will be conducted during the month of April. This will be a self evaluation performed by the respective Unit management champions and the Unit Employee Safety Team members.

Any questions when using this tool?

Contact the VPP Program Coordinator at 526-0388 or user ID: bwh.



VPP Criteria Gap Analysis

Management Leadership

	Implementation of Criteria		
	Meets	Does Not Meet	Partially
Unit safety and health goals and objectives are published and communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees have a safety and health personal action plan (Form 331.07 or Form 331.07A for foremen and above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees can explain 'Stop Work Authority'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are familiar with the 'Discipline Policy'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees have access to the written Safety and Health program (Manuals 14A and B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees can generally explain the Safety Policy, VPP Vision and Value Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees understand and are willing to use 'open door policy'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers/supervisors conduct periodic walkabouts of their area (visibility).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers/supervisors ensure safety inspections are performed and employees participate in those inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line management periodically attends Unit Employee Safety Team meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management provides the time and resources for members of the employee safety team to fulfill their roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers provide positive reinforcement for safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings begin with a Safety Share	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EST meeting minutes, inspection results & corrective actions are communicated to affected employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management communicates with employees regularly on any safety issues, closed, pending or otherwise. Employees are aware of the status of issues in ICARE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management uses positional and personal power to promote the VPP Safety Culture with his/her folks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees participate in the analysis of job hazard (i.e., work package, JSA's, pre- and post-job briefings, walkdowns, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management is aware of the results and corrective actions of the annual S&H program evaluation (November)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety & health performance is a consideration of all sub-contractors before they come onsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit VPP homepage is maintained with current information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit VPP documentation file is established and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managers/supervisors are cognizant of and mitigate the hazards within their area of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

VPP Criteria Gap Analysis

Employee Involvement

	<u>Implementation of Criteria</u>		
	Meets	Does Not Meet	Partially
Employees can explain the hazards associated with their jobs and how to protect themselves and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees have a training plan and their training is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are cognizant of their Employee Safety Team representative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are cognizant of how to access the employee safety team minutes (company and unit level)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are utilizing tools of behavioral based safety (i.e., WASP observations, DO ITs, one-on-one feedback, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees attend 12 safety meetings each year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees perform to their S&H personal action plans (Form 331.07)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees can give examples of positive recognition for safety contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are familiar with the Safety Concerns process and are willing to use it as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are allowed the opportunity to participate in safety awareness events (i.e., safety recognition week, community safety events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers participated in hazard analysis and mitigation (i.e., pre / post job briefings, job walkdowns, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EST members participate in area inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EST members participate in injury/illness investigations/analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EST is fully staffed and functioning with sub-teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EST has current charter and documented minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

VPP Criteria Gap Analysis

Worksite Analysis

	Implementation of Criteria		
	Meets	Does Not Meet	Partially
Employees are provided the opportunity and participate in safety reviews, i.e., design packages, work packages, procurements, procedures, experiments, new projects, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are provided the opportunity and contribute to routine safety analysis, i.e., JSA's, exposure assessments, safe work permits, confined space permits, pre-job planning, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees and Employee Safety Teams participate in workplace inspections (MCP-3449, Safety & Health Inspections). Inspections are performed monthly, with the entire Unit addressed quarterly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Hygiene/Industrial Safety hazards are identified and inventoried (safety professional comprehensive surveys)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Safety Team members are included in some manner with injury/illness investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICARE is utilized as the tracking system per MCP-598	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees understand how to report a safety concern and do use the process as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit specific corrective actions from the annual VPP Safety & Health Evaluation are tracked (workgroup tasks) to completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE (personal protective equipment) is provided to employees as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees utilize the process (MCP-598) for reporting safety concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EST uses trending data to develop safety goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

VPP Criteria Gap Analysis

Hazard Prevention and Control

	Implementation of Criteria		
	Meets	Does Not Meet	Partially
Employees / management have ready access to safety professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The means of eliminating or controlling hazards is addressed in the following order: 1. substitution 2. engineering control 3. administrative controls and 4. PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventative maintenance activities are scheduled and the backlog for safety related items is minimal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office/operational workstations have been evaluated and upgraded to minimize and/or eliminate ergonomic hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomic considerations are given to tools, equipment and work areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety related procedures are reviewed and updated as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are familiar with unit safety and health trending data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are familiar with the emergency actions for the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety and Health Training

Managers/supervisors attend safety training sessions as provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees can explain the hazards in their workplace and how they are mitigated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees know how to respond in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are provided and attending safety meetings (12/year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees have training plans and training is up to date and tracked in TRAIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New, transferred employees receive facility orientation (New Employee Orientation form is being used)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

